

State of New Hampshire  
Division of Plant and Property Management  
Bureau of Purchase and Property  
25 Capitol Street, State House Annex  
Concord, New Hampshire 03301-6398

FORM #P-31-A 1/01

Date: MAY 28, 2004

Bid No.: 420

Date of Bid Opening: JUNE 3, 2004

Time of Bid Opening: 2:00 PM

PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO: ROBERT LAWSON

TEL. NO: 603 271-3147

BID INVITATION FOR: ADDRESSING PRINTER

Unless specifically amended or deleted by the Division of Plant and Property Management, the following General Terms and Conditions apply to this Bid Invitation and any resulting Purchase Order or Contract.

#### GENERAL CONDITIONS FOR BIDDING:

**NATURE OF, AND ELIGIBILITY TO BID.** This bid invitation is submitted in accordance with Chapter 21-1, and rules promulgated thereunder, and constitutes a firm and binding offer. A bid may not be withdrawn unless permission is obtained from the Bureau of Purchase and Property.

Bid invitations may be issued only by the Bureau of Purchase and Property and are not transferable.

**SAMPLES AND DEMONSTRATIONS.** When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstration or evaluation purposes shall be delivered and installed free of charge and shall be removed at no cost to the State. Demonstration units shall not be offered to the State as new equipment.

**BIDS.** Bids must be received at the Bureau of Purchase and Property before the date and time specified for the opening. Bids must be submitted on this bid form or exact copies and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling unless required by law.

Bids will be made available to the public after the time of award. Bid results will be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.

**SPECIFICATIONS.** Bidders must bid on items as specified. Proposed changes must be submitted in writing and received at the Bureau of Purchase and Property at least five (5) working days prior to the bid opening. Bidders shall be notified in writing if any changes to the bid specifications are made.

**AWARD.** The award will be made to the responsible bidder submitting a conforming bid meeting specifications at the lowest cost unless other criteria are noted in the bid invitation. Unless otherwise noted, the award may be made by individual items.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received the award will be made in accordance with the Administrative Rules.

Discounts will not be considered in making award but may be offered on the Invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of Invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of Invoice, whichever is later.

**PATENT INFRINGEMENT.** Any bidder who has reason to believe that any other bidder will violate a patent should such responding bidder be awarded the contract shall set forth in writing, prior to the date and time of bid opening, the grounds for his belief and a detailed description of the patent.

**ASSIGNMENT PROVISION.** The bidder hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which materially affect the price of goods or services obtained by the state under this contract if so requested by the State of New Hampshire.

**FEDERAL FUNDS.** This Division of Plant and Property Management, under RSA 21-1:14, VIII shall assure the continuation or granting of federal funds or other assistance not otherwise provided for by law by following the Federal Procurement Standards.

**STATE'S OPTIONS:** The Bureau of Purchase and Property reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to award the bid solely as it deems to be in the best interest of the State, and to waive irregularities that it considers not material to the bid.

**PUBLIC INFORMATION:** Bidder hereby acknowledges that all information relating to this bid and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to these laws of the State of New Hampshire regarding public information.

**PERSONAL LIABILITY:** Bidder agrees that in the preparation of this bid or the execution of any resulting contract or order, representatives of the State of New Hampshire shall incur no liability of any kind.

**PROOF OF COMPLIANCE.** The bidder may be required to supply proof of compliance with bid specifications. When requested, the Bidder must immediately supply the Bureau of Purchase and Property with certified test results or certificates of compliance. Where none are available, the State may require independent laboratory testing. All costs for such testing, certified test results or certificate of compliance shall be the responsibility of the responding bidder.

**FORM OF CONTRACT.** The terms and conditions set forth in any additional Terms and Conditions by the Bureau of Purchase and Property are part of the bid and will apply to any contract awarded the bidder unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the bidder.

**OFFER.** The undersigned hereby offers to sell to the State of New Hampshire the commodities or services indicated in the following page(s) of this Bid at the price(s) quoted in complete accordance with all conditions of this Bid.

**Company**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel. #:(local)** \_\_\_\_\_ **(Toll free)** \_\_\_\_\_

**Fax#:** \_\_\_\_\_

**Authorized**

**Signature:** \_\_\_\_\_

(TYPE OR PRINT NAME)

This document must be signed by a person who is authorized to legally obligate the bidder. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the bidder and that any and all other terms and conditions submitted by the bidder are null and void, even if such terms and conditions have terminology to the contrary. Bidder shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

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# CONTRACT TERMS AND CONDITIONS

1. The State of New Hampshire, acting through the Division of Plant and Property Management, engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State documents, if any, and the Vendor's bid or quotation, both of which are incorporated herein by reference.

**2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS.** In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws. In addition, the Vendor shall comply with all applicable copyright laws.

**3. TERM.** The contract, and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.

**4. CONTRACT PRICE.** The contract price, a payment schedule and a maximum limitation of price shall be as specified by the bid invitation and the Vendor's bid. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the contractor and complete payment for the Services. The State shall have no other liability to the Vendor.

**5. DELIVERY.** If the vendor fails to furnish items and/or services in accordance with all requirements, including delivery, the state may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the state for any excess costs.

If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipments. All deliveries shall be FOB Destination.

**6. INVOICING.** All invoices must be in triplicate showing Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the invitation to bid or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

## **7. PERSONNEL.**

**7.1.** The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

**7.2.** The person signing this agreement on behalf of the State, or his or her delegatee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.

## **8. EVENT OF DEFAULT; REMEDIES.**

**8.1.** Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder ("Events of Default"):

**8.1.1.** failure to deliver the goods or services satisfactorily or on schedule; or

**8.1.2.** failure to submit any report required hereunder; or

**8.1.3.** failure to perform any of the other covenants and conditions of this agreement.

**8.2.** Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

**8.2.1.** give the Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this agreement, effective two (2) days after giving the Vendor notice of termination; and

**8.2.2.** give the Vendor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and

**8.2.3.** set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and

**8.2.4.** treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

**9. WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof regarding any further or other default on the part of the Vendor.

**10. VENDOR'S RELATION TO THE STATE.** In the performance of this agreement the Vendor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

**11. ASSIGNMENT AND SUBCONTRACTS.** The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State.

**12. INDEMNIFICATION.** The contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

**12.1 PATENT PROTECTION.** The vendor agrees to indemnify and defend the State of New Hampshire from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

**13. TOXIC SUBSTANCES.** In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

**14. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given below.

**15. AMENDMENT.** This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

**16. CONSTRUCTION OF AGREEMENT AND TERMS.** This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

**17. ADDITIONAL PROVISIONS.** The additional provisions (if any) have been set forth as Exhibit "A" hereto.

**18. ENTIRE AGREEMENT.** This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

# **BUREAU OF PURCHASE AND PROPERTY** **INSTRUCTIONS**

## **MANDATORY INSTRUCTIONS FOR VENDORS**

**(Failure to follow these instructions is grounds for rejection of your BID.)**

### **PURPOSE:**

The purpose of this bid invitation is to establish a contract in the form of a purchase order for supplying the State of New Hampshire, Department of Revenue Administration with an addressing printer, in accordance with the requirements of this bid invitation and any resulting order.

### **SPECIFICATION COMPLIANCE:**

Bidder's offer must meet the required specifications as written.

### **DELIVERY:**

All prices must be FOB Destination.

### **CONTRACT AWARD:**

The award of the contract shall be based upon the total net low bid for the Addressing Printer including the first year of the service coverage and an additional 4 years of coverage as indicated in the "offer" section of this bid invitation.

## **RFB INQUIRIES:**

All inquiries concerning this RFB must be submitted in writing, via e-mail, to the contact person designated in these instructions, citing the Section and Paragraph in question.

Inquiries must be submitted by an individual authorized to commit the organization to provide the products or services necessary to meet the requirements of this RFB.

Please submit any questions in writing to the following:

- Robert Lawson at [bob.lawson@nh.gov](mailto:bob.lawson@nh.gov)

## **SUBMISSION OF BID RESPONSE:**

Your Bid response **MUST** be received no later than the date and time designated.

- Your response must include this entire bid package. Including any Addenda that may be issued.
- Your response must be submitted on the form included with this bid. If no form is included you may submit your response in your own format.
- Your response must include all the materials requested in this bid document.

## **VENDOR CERTIFICATIONS:**

All bidders must be duly registered as a vendor authorized to conduct business in the State of New Hampshire.

**STATE OF NEW HAMPSHIRE VENDOR APPLICATION:** Bidders must have a completed Vendor Application and W-9 Form must be on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms (no fee): <http://www.admin.state.nh.us/purchasing/>

**NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION:** A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'Foreign' (out-of-state). Please visit the following website to find out more about the requirements and filing fees for both classifications: <http://www.nh.gov/sos/corporate>

### **CANCELLATION OF RFB:**

The State reserves the right to cancel this solicitation at any time prior to contract award, in which case all responses will be rejected.

### **ADDITIONAL INFORMATION:**

The State reserves the right to request additional information from a Vendor to assist in understanding or clarifying a Bid.

### **ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFB prior to the scheduled submittal date, the **NH Bureau of Purchase and Property** will post on our web site any Addenda. Before your submission, always check the site for any addenda or other materials that may have been issued, that would affect the RFB. Any Addenda that may be issued must be signed and included in your response. The web site address is [www.admin.state.nh.us/purchasing](http://www.admin.state.nh.us/purchasing).

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## **ADDITIONAL BID REQUIREMENTS**

**ACCEPTANCE TEST:** Prior to the issue of a Purchase Order the Vendor must demonstrate to the Agency that the equipment they have offered meets their requirements.

**DELIVERY TIME:** Once a Purchase Order has been placed the Vendor shall coordinate delivery with the Agency. Delivery must be made no later than June 22, 2004.

**TRAINING:** The successful bidder shall provide Training for the use of this equipment. This Training must take place within 3 workdays of delivery or at the convenience of the Agency. Vendor shall coordinate the training schedule with Department.

### **SPECIFICATIONS:**

The specifications indicated in this bid invitation, shall be considered the minimum requirements. Bidder's offer must meet or exceed these minimum requirements.

Able to handle monthly volume of 250,000 pieces

Print resolution: black (horizontal x vertical) 600 x 600 dpi

Speed: up to 13,000 per hour (3 line address, no barcode)

Media size: 3" x 5" to 15" x 15.5" and up to ¼" thick

Maximum print area: 9.4" x 15"

Envelope capacity: 750 #10 standard envelopes

12 internal fonts with optional downloadable fonts

Ability to program up to 8 traditional jobs

Ability to store up to 99 addresses

Barcode capabilities USPS

90 day service contract that cover parts, labor and travel included in purchase price

Service response time within 1 hour. Technician on-site with-in 4 hours

Availability of loaner machine

Purchase protection guarantee: 30-day money back guarantee if not satisfied with purchase

First year annual maintenance cost included in price of machine

Four-year maintenance package costs to be paid with initial purchase

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**OFFER:**

Successful bidder hereby offers to sell the required items to the State of New Hampshire at the following price(s):

**Total price for the Addressing Printer  
Including first year service coverage** \_\_\_\_\_

**Total price for years 2-5 of service coverage** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**Successful bidder hereby agrees to accomplish delivery of any item awarded under this contract within \_\_\_\_\_ days after receipt of the order. Deliveries are to be made FOB Destination to the location designated on the Purchase Order.**

**NOTE: BID MUST BE SIGNED ON FRONT COVER SHEET TO BE CONSIDERED.**

**STATE OF NEW HAMPSHIRE APPROVAL SIGNATURE PAGE**

\* \* \* \* \*

PROPOSED BY: \_\_\_\_\_  
ROBERT B. LAWSON  
PURCHASING AGENT,  
PURCHASE & PROPERTY

RECOMMENDED BY: \_\_\_\_\_  
ROBERT D. STOWELL,  
ADMINISTRATOR  
PURCHASE & PROPERTY

DATE PROPOSED: \_\_\_\_\_

DATE RECOMMENDED: \_\_\_\_\_

ENDORSED BY: \_\_\_\_\_  
MICHAEL P. CONNOR  
DIRECTOR,  
PLANT & PROPERTY MGT.

APPROVED BY: \_\_\_\_\_  
DONALD S. HILL  
COMMISSIONER,  
DEPT. OF ADM. SERV.

DATE ENDORSED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_